

MSDE (DGT) – 02/01/2019-CD

Government of India

Ministry of Skill Development & Entrepreneurship  
Directorate General of Training (DGT)

Employment Exchange Building,  
Library Avenue, Pusa Complex,  
New Delhi- 110012 dated: 11.11.2019  
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To,

All Director(s)/Commissioner/Principal/HoDs of National Skill Training Institutes (NSTIs).  
Principal, Govt. & Private ITOTs

Subject: Implementation of common syllabus of '**Soft Skills**' in place of **Vocational Science and Soft Skills & English Communication** in Non-Engineering trades under CITS.

Sir/Madam,

In Non-Engineering Trades in CITS, there is a subject "Soft Skill & English Communication" for 04 trades (1. **Catering & Hospitality**, 2. **Cosmetology**, 3. **Office Management -English & 4. Office Management -Hindi**) while in remaining 06 trades (1. **Computer Software Applications**, 2. **Dress Making**, 3. **Fashion Technology**, 4. **Sewing Technology**, 5. **Surface Ornamentation Techniques & 6. Desk Top Publishing Operator**) where, the subject "Vocational Science" is prescribed. About 90% syllabus is common. Vocational Science has topics like Binary/Octal system, which are not necessary.

2. In the existing '**Soft Skills & English Communication**' course, topic on 'Volumes' is being dropped, while some elements on Financial Literacy are being added. The revised syllabus is enclosed. Parallely, NIMI has been asked to prepare the book/contents for the same.

3. Hence with immediate effect, the subject 1. **Vocational Science 2. Soft Skill & English Communication**" are being replaced with "**Soft Skills**" for all Non Engineering CITS trades.

4. All the Director/HoD/Principal of NSTIs and implement authority of State Govt and Pvt. ITOT are requested to conduct the classes as per the new structure of syllabus w.e.f the session August, 2019 onwards.

Yours faithfully

  
(Deepankar Mallik)  
DDG(C,P& Admn)

Encls:a/a

Copy to: (for information):

- Sr. PPS to DG/AS, DGT, MSDE
- All Chief Secretaries/Principal Secretaries /Secretaries/Director(s)/Commissioner of the State Government/UTs dealing with Skill Development/Craftsman Training Scheme
- All Directors at DGT(HQ), New Delhi,
- Director, CSTARI – with a requested to change the equipment list accordingly.
- Executive Director, NIMI is requested to prepare the instructional materials for all trades accordingly

  
(G.Giri)

Joint Director (CD & Strive)

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<b>SOFT SKILLS</b> <b>(for all Non-Engineering CITS Trades)</b>		
<b>Learning Outcome</b>	<b>Skill</b>	<b>Knowledge</b>
<b>SOFT SKILLS</b>		
<p>Exhibit attitude &amp; effective communication skills with logical reasoning ability to maximize efficiency in work</p> <p>(Skill 40 hrs Knowledge 40 Hrs)</p>	<p>Oral communication Skills, Voice, accent, Voice modulation, pace, Intonation, etc.</p> <p>Study of different pictorial expressions of non-verbal communication and its analysis.</p>	<p><b><u>Communication &amp; Listening Skills</u></b></p> <p>Components of effective communication, Types of communication- Oral, Written, Reading &amp; body language, Handling of communication, Barriers of communication, Listening Tools &amp; Speaking Tools, Non-verbal communication and its importance.</p>
	<p>Demo on Strengths and Weaknesses</p>	<p><b><u>Self-Management &amp; Personality Development</u></b></p> <p>Self-Management, SWOT analysis, self-learning and management.</p>
	<p>Demo on Motivation, Positive attitude.</p>	<p>Motivation and Image building Techniques</p>
	<p>Practice on personal appearance, Dressing Manners &amp; Etiquettes.</p>	<p><b><u>Personal Grooming &amp; Hygiene</u></b></p> <p>Presentation of Self, Formal &amp; Informal Dressing, Dressing for Occasions.</p>
	<p>Practice on attending of mock interview of different types. Listening &amp; doubt clarifying etc.</p> <p>Case studies on Interview sessions.</p>	<p><b><u>Techniques of Attending Interviews</u></b></p> <p>Interview &amp; its types. Preparation for the interview, stages of interview.</p> <p>Do's &amp; Don'ts in an interview.</p>
<b>BASIC MATHEMATICAL CALCULATION</b>		
<p>Demonstrate reasonable quantitative aptitude and</p>	<p>Conversions of different units viz. length, area, mass etc.</p> <p>Simple Problems on Perimeter and area of a triangle, a circle, a square, rectangle, semicircle etc.</p>	<p>Introduction to units and dimensions of different objects</p> <p>Perimeter, Area of regular shapes, viz. Triangle, Square, and Circle, rectangle, semicircle etc.</p>

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<p>interpret data in the field of work while performing practical tasks.</p> <p>(Skill 25hrs Knowledge 25 Hrs)</p>	<p>Simple Problems on Comparing quantities, weight, speed, height, age, ratio, percentage, and price, etc.</p> <p>Simple calculation on profit and loss statement, discount calculations of products.</p> <p>Demonstration of utilization of mobile apps for financial transactions.</p>	<p><b><u>Quantitative Aptitude</u></b></p> <p>Introduction, Comparing quantities viz. Speed, age, height, ratio, percentage, weight, and price, etc.</p> <p>Introduction to cost price, sale price, profit, loss and discounts of products.</p> <p>Introduction to online internet banking mechanisms, various modes of payments, cash transactions and associated mobile apps.</p> <p>Concept of insurance and taxes and types. Personal saving and investment mechanism.</p>
	<p>Exercises on aptitude/puzzles</p>	<p><b><u>Logical reasoning</u></b></p> <p>Introduction to logical reasoning.</p> <p>Types of logical reasoning.</p> <p>Principles of logical reasoning with examples on numbers and sequences, arrangement and relations,</p>
	<p>Practice on Types of Charts and Graphs</p>	<p><b><u>Data Interpretation</u></b></p> <p>Data analysis and interpretation.</p> <p>Types of variables for different applications.</p> <p>Basic graph types (Bar, Line, PIE Charts).</p>
<p><b>ENERGY &amp; ENVIRONMENT</b></p>		
<p>Describe method of energy conservation and day-to-day contribution to</p>	<p>Video demo on different types of energy resources.</p>	<p>Conventional &amp; Non-Conventional Energy Resources</p> <p>Fossil Fuel,</p> <p>Biomass</p> <p>Bio-Gas</p>

<p>work for optimum utilization of resources.</p> <p>(Skill 10 Hrs Knowledge 10 Hrs)</p>		<p>Solar, etc.</p> <p>Public awareness on Energy conservation and use of clean energy.</p>
<p><b>English Literacy</b></p>		
<p>Demonstrate English language fluency while carrying out official work.</p> <p>(Skill 25hrs Knowledge 25 Hrs)</p>	<p>pronunciation of simple words, Diction (use of word and speech) Transformation of sentences, Spellings. Reading and understanding simple sentences about self, work and environment.</p> <p>Construction of simple sentences Writing simple English, Speaking with preparation on self, on family, on friends/ classmates, on work.</p> <p>Role-playing and discussions on current affairs. Job description.</p> <p>Practice of Taking messages, passing on instructions. Practice making Resumes or curriculum vita. Letters of application &amp; referencing to previous communication.</p>	<p>English Literacy: - Pronunciation, Functional Grammar, Reading, Writing, Speaking / Spoken English.</p>

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<b>Soft Skills- Learning Outcomes with Assessment Criteria</b>	
1. Exhibit attitude & effective communication skills with logical reasoning ability to maximize efficiency at work.	Recognize correct sources of information, organize and interpret accordingly for decision making.
	Analyze & use documents, regulations and occupationally related provisions.
	Conduct appropriate and target oriented discussions with higher authority and within the team.
	Applications will be assessed during execution of assessable outcome and will also be tested during theory and practical examination.
2. Demonstrate reasonable quantitative aptitude and interpret data in the field of work while performing practical tasks.	Check & record data to analyze the given trade related practical job.
	Ensure quality for given parameters as per the job sheet by use of appropriate tools.
	Review list of appropriate materials by interpreting detail job sheet and determine required quantities of such materials for given piece of work.
	Applications will be assessed during execution of assessable outcome and will also be tested during theory and practical examination.
3. Describe method of energy conservation and day-to-day contribution to work for optimum utilization of resources.	Explain environment, its eco-system and different types of energy.
	Describe the impact of given human activities & measures of public awareness.
	Demonstrate measures to conserve energy for betterment of environment eco-system.
	Demonstrate economic use raw material for given piece of work.
4. Demonstrate English language fluency while carrying out official work.	Analyze & ensure correct usage of simple words and construction of sentences grammatically.
	Communicate messages or information in English while selection of resume.
	Read, write & speak in English while handling given official work.